



Sullivan County

Human Resources Committee

Meeting Agenda - Final

100 North Street
Monticello, NY 12701

Chair Amanda Ward
Vice Chair Brian McPhillips
Committee Member Terry Blosser-Bernardo
Committee Member Catherine Scott
Committee Member Luis Alvarez

Thursday, June 11, 2026

9:00 AM

Government Center

Call To Order and Pledge of Allegiance

Roll Call

- 1. Future Healers of Tomorrow - BOCES New Visions Students**

Reports:

- 1. Division of Human Resources**

Discussion:

Public Comment

Resolutions:

1. Authorize an Internship Partnership Program with SUNY Sullivan [ID-8428](#)
Attachments: [Proposed Resolution - SUNY Sullivan Internship 5.15.26- HR Internship_SullCoLeg](#)
2. RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO MODIFY RESOLUTION NUMBER 77-26 REFLECTING CORRECTED EFFECTIVE PERIOD OF NOVARA CONTRACT [ID-8395](#)
Attachments: [Resolution #77-26](#)

Adjourn



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-8428

Agenda Date: 6/11/2026

Agenda #: 1.

Narrative of Resolution:

Authorize a SUNY Sullivan Internship Partnership Program

If Resolution requires expenditure of County Funds, provide the following information:

Amount to be authorized by Resolution: \$0

Are funds already budgeted? Choose an item.

If 'Yes,' specify appropriation code(s): Click or tap here to enter text.

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO SUPPORT THE DEVELOPMENT OF A STUDENT INTERNSHIP PARTNERSHIP BETWEEN THE SULLIVAN COUNTY LEGISLATURE AND SUNY SULLIVAN

WHEREAS, the Sullivan County Legislature recognizes the value of building strategic partnerships with local educational institutions to promote workforce development and career readiness; and

WHEREAS, SUNY Sullivan has proposed the development of a formal and/or informal internship program to provide students with experiential learning opportunities within the Sullivan County Legislature; and

WHEREAS, such a program may include both for-credit internships during the academic semester and part-time paid internship opportunities throughout the year; and

WHEREAS, for-credit internships would consist of approximately forty-five (45) hours of observation and participation, overseen by SUNY Sullivan faculty and a designated representative of the Sullivan County Legislature, and may be applied toward academic credit; and

WHEREAS, part-time paid internship opportunities may include approximately ten (10) hours of work per week, with duties and supervision defined by the Sullivan County Legislature; and

WHEREAS, participation in the internship program shall require students to meet established academic standing criteria, as determined by SUNY Sullivan in coordination with the Sullivan County Legislature; and

WHEREAS, a formal selection process will be developed to ensure a fair and competitive process, administered in accordance with County policies and equal employment opportunity practices, and involving collaboration between the Legislature and designated SUNY Sullivan administrator(s); and

WHEREAS, this partnership will strengthen Sullivan County by creating a local talent pipeline, reducing future recruitment costs, supporting succession planning, and increasing retention by engaging students with ties to the community; and

WHEREAS, the program will enhance County operations by providing additional capacity to support projects and initiatives, while positioning Sullivan County as an employer of choice for emerging professionals; and

WHEREAS, the Sullivan County Legislature supports this initiative as a workforce development strategy;

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby supports the development of an internship partnership with SUNY Sullivan; and

BE IT FURTHER RESOLVED, that the County of Sullivan is authorized to work with SUNY Sullivan and County departments to develop program structure and implementation; and

BE IT FURTHER RESOLVED, that paid internship positions shall be compensated at an hourly rate of \$18.00 to \$22.00 per hour, subject to budget approval and oversight; and

BE IT FURTHER RESOLVED, that final program be approved as to form by the Sullivan County Attorney's Office.

COUNTY OF SULLIVAN

HUMAN RESOURCES COMMITTEE

To: Sullivan County Legislature – Human Resources Committee

From: Legislator, Amanda Ward

Date: 5/15/2026

Re: SUNY Sullivan Internship Partnership Resolution

Purpose

This memo introduces a proposed resolution to establish a formal internship partnership between the Sullivan County Legislature and SUNY Sullivan.

Summary

The proposed initiative establishes a structured internship program that includes both:

- For-credit academic internships in partnership with SUNY Sullivan, and
- Optional part-time paid internship opportunities within the Legislature.

The program is designed to strengthen workforce development, support succession planning, and create a sustainable talent pipeline for Sullivan County government.

Key Features

- 15-week academic internship option (45 hours, credit-bearing)
- Optional paid internships (~10 hours/week)
- Hourly wage range: \$18.00–\$22.00/hour
- Academic eligibility requirements established by SUNY Sullivan
- Formal joint selection process between County HR/Legislature and SUNY Sullivan administrators
- Compliance with County policies and equal employment opportunity standards

Fiscal Impact

Minimal and controlled. Paid internships will be budgeted within existing or future appropriations. Academic internships carry no direct salary cost to the County.

Recommendation

It is recommended that the Human Resources Committee review and advance this resolution for full Legislature consideration.

SPONSOR JUSTIFICATION (HR COMMITTEE)

The Human Resources Committee is the appropriate sponsor for this initiative as it directly aligns with core HR functions, including:

1. Workforce Development

This program establishes a structured pipeline for developing future County employees through early exposure to public sector work.

2. Recruitment Strategy

Partnering with SUNY Sullivan enhances the County's ability to recruit local, trained, and engaged candidates.

3. Succession Planning

The internship program allows departments to identify and evaluate potential future hires in real working environments.

4. Talent Management & Retention

By engaging students with local ties, the County strengthens long-term workforce retention and reduces turnover-related costs.

5. Organizational Capacity

Interns provide meaningful support to County departments, increasing capacity for projects and administrative functions without full-time staffing costs.

Why this matters

- Builds a local workforce pipeline
- Strengthens County recruitment and retention
- Creates early exposure to public service careers
- Positions Sullivan County as an employer of choice

Program structure highlights

- Dual pathway: credit-based + paid internships
- Partnership with SUNY Sullivan academic oversight
- Structured supervision and selection process
- HR-led coordination with departmental input

Fiscal responsibility

- Paid internships capped at \$18–\$22/hour
- Limited hours (~10/week per intern)
- Academic internships carry no direct payroll cost
- Designed to be budget-controlled and scalable

Strategic value

- Reduces long-term hiring costs
- Builds internal talent pipeline
- Supports succession planning
- Strengthens County/university partnership

Things to consider...

- How many interns per year?
- Which departments will participate first?
- How selection will ensure fairness and transparency
- Budget source for paid internships



SUNY Sullivan

May 13, 2026

Planning Document for a formal/informal Internship with the Sullivan County Legislature

Contact: Rose Hanofee rhanofee@sunysullivan.edu, 845-434-5750, ext. 4462

In the spirit of creating a partnership whereby SUNY Sullivan students are given the opportunity to participate in an internship with the SC Legislature, below is a high-level outline to begin building such a partnership. A 15-week internship can be applied to many of the college’s degree offerings, for example Criminal Justice, and allow for students to gain employable skills to be listed on their official transcript and resume. Creating a part-time position for a shorter period of time is another option to be discussed, where students are paid an hourly rate, and gain employable skills.

This partnership will not take long to build, one – two in-person or zoom meetings to determine what would work best for both entities is needed up front. The curriculum could then be built within the Vice President’s office to review final plan with SCL.

For-Credit Internship/Practicum	Part-Time Paid Position
Within 15-wk semester fall or spring	Can be fall, winter, spring, or summer
45 hours observing/shadowing Legislator(s)	10 hours per week, position description TBD
Oversight by faculty & Legislature designee, includes assignments by faculty	Oversight/supervision by Legislature designee
Awarded 3 credits & grade – discipline TBD, covered by Fin Aid	Paid hourly rate & possibly “credits for prior learning”
Course/syllabus drafted by faculty	Position description created by Legislature
Can be substituted or added to an academic degree/program	Students must apply



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-8395

Agenda Date: 6/11/2026

Agenda #: 2.

Narrative of Resolution:

RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO MODIFY RESOLUTION NUMBER 77-26 REFLECTING CORRECTED EFFECTIVE PERIOD OF NOVARA CONTRACT

If Resolution requires expenditure of County Funds, provide the following information:

Amount to be authorized by Resolution: 34800

Are funds already budgeted? Yes

If 'Yes,' specify appropriation code(s): A-1342-40-4013

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures:

WHEREAS, Resolution #77-26 was approved by the Sullivan County Legislature on 2/19/2026, authorizing execution of an agreement with Novara Software, LLC (“Novara”), with an address of 11080 Circle Point Road, Suite 200, Westminster, CO 80020, for the effective period of March 1, 2026 through February 28, 2027; and

WHEREAS, since the Novara contract became effective on the date of execution, to wit, March 19, 2026, said Novara contract is, therefore, effective for the one year period of March 19, 2026 to March 18, 2027; and

NOW, THEREFORE, BE IT RESOLVED that Novara services shall be effective as of March 19, 2026 through March 18, 2027, with all other terms and conditions remaining the same as reflected in Resolution #77-26.



Legislation Details (With Text)

File #: ID-8158 **Version:** 1 **Name:**

Type: Resolution **Status:** Passed

File created: 2/9/2026 **In control:** County Legislature

On agenda: 2/19/2026 **Final action:** 2/19/2026

Enactment date: 2/19/2026 **Enactment #:** 77-26

Title: To authorize contract with Novara Software LLC for safety training and programs

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
2/19/2026	1	Executive Committee	carried at Committee	Pass
2/19/2026	1	County Legislature	adopted	Pass

Narrative of Resolution:

To authorize contract with Novara Software LLC for safety training and programs

If Resolution requires expenditure of County Funds, provide the following information:

Amount to be authorized by Resolution: 34800

Are funds already budgeted? Yes

If 'Yes,' specify appropriation code(s): A-1342-40-4013

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO CONTRACT WITH NOVARA SOFTWARE, LLC TO PROVIDE THE REQUIRED SAFETY TRAINING AND EDUCATION PROGRAM

WHEREAS, to ensure compliance with required New York State and Federal regulations, the County requires a safety training and education program for County employees; and

WHEREAS, a request for proposal was issued (#R-26-01) for said services, and a proposal was received from Novara Software, LLC ("Novara"), 11080 Circle Point Road, Suite 200, Westminster, CO 80020, offering these services, and who has the experience, qualifications, and resources to effectively and efficiently administer the safety training and education program; and

WHEREAS, the contract period for these services shall commence March 1, 2026 through February 28, 2027, at a cost of \$34,800.00, to wit, \$29,000.00 annual fee, with a one-time data conversion fee of \$5,800, with the option to extend for three (3) additional years, on a yearly basis; and

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized to execute an agreement with Novara Software, LLC for services in accordance with the proposal received at the agreed upon terms, and such

File #: ID-8158, **Version:** 1

contract shall be in a form approved by the County Attorney.